



12 May 2023

MEMORANDUM CIRCULAR NO. 75
Series of 2023

**T O: All Vice Presidents, Chancellors, Deans, Institute and Center Directors,
Department/Office/Unit Heads, Faculty, Staff, Students and Stakeholders**

R E: VSU Status of Certification for ISO 9001:2015

This is to inform everyone that VSU passed the Re-certification Audit Standard ISO 9001: 2015 conducted on February 28, 2023 by Mr. Rolando Remitar as the Lead Auditor and his team from TUV Rheinland. With this, I commend everyone's effort in the preparation of the required documents for the Recertification Audit and most of all for following our established quality procedures.

Please find the attached audit report. Though we have a long list of positive observations, we also obtained 20 opportunities for improvement (OFIs) in the areas stated below:

1. Graduate and Tertiary / Curriculum Review
2. Tertiary/Laboratory Class
3. Top Management / Scope
4. Top Management / Management Review
5. Internal Audit
6. Risk and Opportunity
7. Customer Feedback
8. Registrar
9. Planning
10. Guidance Services
11. Document Control Officer
12. Admission
13. Extension Services
14. Facilities Management/ General Services
15. Finance
16. Human Resource
17. Laboratory
18. Research
19. Library
20. Student Affairs and Services/ Internship

We also incurred one (1) minor Nonconformity (NC) for clause 8.1 Operational Planning and Control specifically on OBE course syllabus report of 1st semester, academic year 2022-2023. (Please see attached accepted NC report).

Please be informed that the Quality Management Officer will be monitoring the status of the implementation of the action plans and target date filed to address the Opportunities for Improvement (OFI). Be sure to keep all relevant documents documented information as

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evidence of implementing action plans as these documents will be checked during the monitoring activity and the 5th Internal Audit.

VSU ISO 9001:2015 Certificate is valid from March 28, 2023 to March 10, 2026. TUVR certification body and VSU Top Management agreed to conduct the next audit on January 16, 2024. The use of the TUVR test mark logo is effective from the day the certificate was issued following the completion of the audit process and remains valid until the specified date of certificate expiry which is March 10, 2026.

Moreover, we will be using back the TUV Rheinland Test mark for selected new templates of FM-VSU-XX and FM-OOP-XX, diploma and transcript of records, our vsu.edu.ph email footer as well as in our VSU website. We request all units/offices/departments to refer to GL-QAC-06 for the correct use of the test mark logo when producing printed and online materials. The University Document Records Controller has already uploaded the updated forms to the QMS drive and conducted a document review of GL-QAC-05 with the Deputy Document Record Controllers (dDRCs).

Let us safeguard the certificate and use it properly and accordingly in line with the scope of certification.

Again, congratulations and together we will exert more effort to further improve our Quality Management System.


EDGARDO E. TULIN
President *01c 5/12/23*